



STATEWIDE CONTRACTS (SWCs) QUICK TIPS FOR ELIGIBLE PUBLIC ENTITIES

THIS GUIDE IS NOT INTENDED FOR USE BY EXECUTIVE DEPARTMENTS

DO NOT USE THE BROWSER BACK BUTTON WHILE IN COMM-PASS! USE NAVIGATION LINKS PROVIDED IN THE SITE!

1. NAVIGATE TO COMM-PASS	7. SWC DOCUMENT NUMBERS	10. YOUR RESPONSIBILITIES	11. MGL, c. 30B	13. ABOUT CONTRACTOR(S)
<p>a. www.comm-pass.com; OR, b. www.mass.gov/osd i. Review > Online Services menu ii. Select ▾ <u>Comm-PASS</u></p>	<p>a. All SWCs use a prefix reflecting the general area of goods - services covered</p> <ul style="list-style-type: none">• ANI – Live animal supplies and services• CLT – Clothing/Footwear• ENE – Energy/Fuel/Utilities• FAC – Environmental Services• FAC – Facility Maintenance/Repair• FIR – Fire/EMS• GRO – Food/Groceries• HLS – Homeland-Security Specific• HSP – Healthcare/Toiletries• HSS – Human/Social Services• ITC – IT Hardware• ITS – IT Software & Services• ITT – IT Telecommunications• LAW – Safety/Enforcement/Protection• MED – Healthcare• OFF – Office/Recreation/Education• PRF – Professional Services• SSP – State Surplus Property• VEH – Vehicles/Trans./Road Maint.	<p>a. Comply with all applicable procurement laws, regulations, policies, procedures, and practices.</p> <p>b. Print, read, and follow OSD Updates:</p> <ol style="list-style-type: none">Official SWC usage guideStored on SWC Forms & Terms pageSpecifies products, pricing, discounts, warranties, delivery terms, billing, exception guidelines, and moreSpecifies if prior authorization to purchase is required	<p>a. Transactions for those goods and services specified under SWC comply with requirements under MGL, c. 30B when purchasers EITHER:</p> <ol style="list-style-type: none">Buy from an authorized SWC contractor; OR,Request quotes from three (3) authorized SWC contractors and buy from the lowest bidder	<p>a. All authorized contractors appear on the <i>Vendor(s)</i> page of active SWCs</p> <p>b. Review <u>Vendor Name</u> information:</p> <ol style="list-style-type: none">For ease of use, select column title to sort alphabeticallyInformation may include contract restrictions to specified goods and services, and/or geographic zones, as detailed in <i>OSD Updates</i> <p>c. Review <u>Active?</u> status:</p> <ol style="list-style-type: none">ensure value is YES prior to purchaseNO indicates purchases should NOT be made using this Vendor for some reason, e.g., unable to handle additional volume, renewal forms not processed, etc.Status can change, so check this value prior to each transaction <p>d. Review <u>Programs</u> icons:</p> <ol style="list-style-type: none">“mouse” over an icon to determine if the contractor holds certifications or offers incentives <p>e. Select Details icon (eyeglasses) to access further information and attached files, if any</p>
2. CONTRACTS TAB	8. REVIEW DOCUMENT TITLES	a. After careful review of the OSD Update, communicate via email* with the OSD Contract Manager:	12. FAC70 - Tradespeople	
<p>a. Select Contracts on main navigation bar</p> <p>b. Select ▾ <u>Search for a Contract</u> link</p>	<p>a. Upon a new request, review the list for all Document Titles associated with the prefix which best matches the index.</p> <p>b. If you locate a likely Contract, conduct a search following Steps 1-2.</p> <p>c. For Step 3, add the three-letter prefix for your likely Contract to the Document Number field.</p> <p>d. Review the results since Contracts on your list may have expired or new Contracts may have been added</p>	<ol style="list-style-type: none">IF making a purchase that meets Large Volume benchmark set in OSD UpdateIF you have any questions about the Contract requirements or terms.IF you are unable to resolve conflicts with an authorized contractor. <p>* Contact Information is provided on SWC <i>Issuer(s)</i> page. Use SWC Document Number as email Subject line.</p>	<p>a. Transactions for services specified under FAC70 <u>DO</u> meet MGL c. 30B requirements when purchasers BOTH:</p> <ol style="list-style-type: none">Limit transactions to expenditures between \$0 and \$10K; AND,Request quotes from three SWC contractors authorized in required category and buy lowest bid <p>b. Transactions for services specified under FAC70 do NOT meet MGL c. 30B requirements when purchasers either:</p> <ol style="list-style-type: none">Accept any quotes from vendors not authorized on FAC70; OR,Exceed \$10K on a purchase. <p>c. If you discover inadequate coverage in a trade category, please alert the FAC70 Strategic Sourcing Service Lead via email William.Funk@state.ma.us</p>	
3. SWC SEARCH CRITERIA	9. ACCESS CONTRACT RECORDS			
<p>a. Select Statewide Contract checkbox</p> <p>b. Select ACTIVE from Document Status drop-down</p> <p>c. Select any SEARCH button on the page</p> <p>d. System searches for all Active Statewide Contracts</p>	<p>a. Select the View icon (eyeglasses) to access and review entire SWC record</p>			
4. ACCESS SEARCH RESULTS				
<p>a. Select results link: <u>There are # Contract(s) found that match your search</u></p> <p>b. Don't see it? Look toward the top of the page between the Search for Contract and Search by Keyword labels</p>				
5. SORT THE LIST				
<p>a. Active SWCs are presented in order of earliest End Date.</p> <p>b. Select <u>Document Number</u> header link to group related goods and services</p> <p>c. Select any underlined column header on this results list to re-sort in another order</p>				
6. PRINT THE LIST				
<p>a. Use your usual print commands</p> <ol style="list-style-type: none">Select <i>File</i> menu, <i>Print</i>; OR,Select <i>File</i> icon, <i>Print</i> <p>b. If all pages print, go to Step 7.</p> <p>c. If one page prints, repeat (a).</p> <p>d. Update to access new or expired SWCs</p>				
				14. CONSIDER JOINING THE PURCHASING COMMUNITY
				<p>a. All Massachusetts public purchasing entities are eligible to join the Comm-PASS Purchasing Community</p> <p>b. Membership is free and includes:</p> <ol style="list-style-type: none">Free access to procurement document creation and management toolsFree posting of bid announcements, bid packages, requests for information or quotes, contracts, and moreFree access to data reporting tools <p>c. Select the <u>Join</u> tab from main navigation bar at www.comm-pass.com for more membership information</p>